

MINUTES OF THE MEETING
OF THE
CHICOPEE HOUSING AUTHORITY
MARCH 10, 2010

The Members of the Chicopee Housing Authority met in regular session on March 10, 2010 at 7 Valley View Court in the City of Chicopee, Massachusetts.

Upon roll call those present were as follows:

Present: Charles Swider	Absent: Bruce Socha
Chester Szetela	
Brian Hickey	
Tameika Raye'la Martinez	

NOTICE OF MEETING

Notice is hereby given that in accordance with Section 23B of Chapter 39, General Laws as amended that the regular meeting of the Members of the Chicopee Housing Authority will be held on March 10, 2010

CERTIFICATION AS TO SERVICE OF NOTICE

I, Monica Pacello Blazic, the duly appointed, qualified and acting Secretary of the Chicopee Housing Authority do certify that on December 18, 2009 filed in the manner provided by Sec 23B. Chapter 39, General Laws, as amended with the Clerk of the City of Chicopee, Massachusetts. I filed said notice with a Member of the office staff in the City Clerk's office.

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to approve the Minutes of the Meeting held on January 13, and February 10, 2010 without being read.

The Treasurer distributed copies of reports regarding the summary of operations and operating statements for the period ending January 31, 2010 which was then read by the Director of Finance.

Upon a motion made by Chester Szetela which was seconded by Brian Hickey, it was unanimously voted to accept the Treasurer's report as submitted.

Bruce Socha arrived at 6:03 p.m.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye'la Martinez, it was unanimously voted to pay the bills.

CHECKS ISSUED

REVOLVING FUND/PAYROLL	64646 - 64796	\$649,149.23
SECTION 8	42248 - 42769	\$196,840.81

A tabulation of those bills to be paid is contained in the Member's folders.

Modernization Coordinator Robert Kachinski gave the following stimulus project update:

CABOT:

Cabot and Canterbury Cameras should begin installation in two weeks. The contractor has received 75% of materials.

CANTERBURY:

The roof replacement project will go out to bid within a few weeks. Construction should be completed before the fall of 2010.

Senecal:

The site upgrades/hhw pipe replacement work will begin on Monday, March 15, 2010.

Maintenance Operations Manager David Dymek reported that his Department has been working on work orders and vacant units.

Mr. Dymek also reported on fence damage at Cabot Manor Apartments.

Fire damage at Senecal Apartments resulted in \$8,000-\$10,000. in damages, and also small kitchen fires at Elmer Dr. and Volpe Dr.

Upon a motion made by Chester Szetela which was seconded by Bruce Socha, it was unanimously voted to accept the committee reports as given.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4952

Whereas, at the January 13, 2010 Board of Commissioners meeting, the pest extermination contract for Minuteman Pest Control was approved and forwarded to DHCD for approval. Upon review, DHCD requested a revision to the contract which does not affect the terms or amount of the contract. The Board chair is now requested

to sign the revised contract so the Housing Authority can resubmit the revised document to DHCD for final approval.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the contract as presented.

Be it further resolved to authorize the Chairperson Charles Swider to execute said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4953

Whereas, at the January 13, 2010 Board of Commissioners meeting, the bedbug extermination contract for Rest in Peace was approved and forwarded to DHCD for approval. Upon review, DHCD requested a revision to the contract which does not affect the terms or amount of the contract. The Board chair is now requested to sign the revised contract so the Housing Authority can resubmit the revised document to DHCD for final approval.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the revised contract as presented.

Be it further resolved to authorize the Chairperson Charles Swider to execute said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha
 Chester Szetela
 Brian Hickey
 Tameika Raye'la Martinez
 Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4954

Whereas, the firm of BCM Controls has submitted change order #1 in the amount of \$5,340.00 for the installation of surveillance cameras at Cabot Manor (AMP 8-1) and Canterbury Arms Apartments (AMP 8-3).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve change order #1 as submitted by the firm of BCM Controls as follows:

Additional lobby camera and server rack at Canterbury Arms Apartments (AMP 8-3)

Said Change Order #1 increases the contract price by \$5,340.00 with no change in calendar days.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey
 Tameika Raye'la Martinez
 Bruce Socha
 Chester Szetela
 Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The firm of Hill Engineers, Architects, Planners Inc. has submitted invoice #3 in the amount of \$3,464.16 for architectural and engineering services for the bathroom remodeling at Cabot Manor Apartments (AMP 8-1).

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment #3 as requested above.

The following resolution was introduced by Chester, Szetela, read in full and considered.

RESOLUTION NO. 4955

Whereas, the firm of Adam Quenneville Roofing & Siding, Inc. has submitted change order #1 to extend the time of the contract from February 4, 2010 to March 5, 2010 to complete the gutter work at Cabot Manor Apartments (AMP 8 -1). The extension was a result of the adverse weather conditions.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #1 as submitted by the firm of Adam Quenneville Roofing & Siding, Inc. extending the time of the contract from February 4, 2010 to March 5, 2010 to complete the gutter work at Cabot Manor Apartments (AMP 8-1)

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Brian Hickey	
Bruce Socha	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of Application for Payment #2 from Adam Quenneville Roofing & Siding, Inc. the amount of \$15,270.30 for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Tameika Raye’la Martinez, it was unanimously voted to approve Payment #2 as requested above.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4956

Whereas, the firm of Adam Quenneville Roofing & Siding, Inc. has

submitted a certificate of substantial completion for the installation of the hooded gutters at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Substantial Completion as submitted by the firm of Adam Quenneville Roofing & Siding, Inc. for installation of the hooded gutters at Cabot Manor Apartments (AMP 8-1).

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4957

Whereas, the firm of Northeastern Commercial Services, LLC has submitted change order #2 in the amount of \$1770.00 for lock replacement work at Cabot Manor (AMP 8-1) elderly units and on basement doors.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve Change Order #2 as submitted by the firm of Northeastern Commercial Services, LLC for lock replacement work at Cabot Manor Apartments (AMP 8-1) elderly units and basement doors in the amount of \$1,770.00.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye’la Martinez and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye’la Martinez	
Bruce Socha	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of application for final payment from Northeastern Commercial Services, LLC in the amount of \$2,030.40 for lock replacement on elderly units and basement doors at Cabot Manor Apartments (AMP 8-1).

Upon a motion made by Tameika Raye'la Martinez which was seconded by Chester Szetela, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4958

Whereas, the firm of Northeastern Commercial Services, LLC has submitted a Certificate of Final Completion for the replacement of locks on elderly units and basement doors at Cabot Manor Apartments (AMP 8-1).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Northeastern Commercial Services LLC for replacement of locks on elderly units and basement doors at Cabot Manor Apartments (AMP 8-1)

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha
 Brian Hickey
 Chester Szetela
 Tameika Raye'la Martinez
 Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4959

Whereas, the Authority advertised for bids for the Cabot Manor (AMP

8-1) bathroom remodeling Phase 1. The following bids were received by the established deadline of February 28, 2010 at 10:00 a.m.

FIRM	TOTAL BID
Wall Construction	\$461,416.00
Evergreen Construction Corp.	\$487,514.00
Kurtz General Contractors, Inc.	\$487,824.00
Garland Construction Corp.	\$533,486.00
JDL of Franklin County, Inc.	\$569,316.00
RAC Builders, Inc.	\$579,505.00

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Wall Construction (lowest responsible bid) 50 New State Rd., Montgomery, MA 01085 for the Cabot Manor (AMP 8-1) bathroom remodeling, Phase 1 in accordance with their bid for the amount of \$461,416.00; and

Be it further resolved that the Chairperson Charles Swider is hereby authorized to execute said contract for and on behalf of the Authority.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Chester Szetela	
Bruce Socha	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The firm of Nationwide Construction has submitted an application for final payment (retainage) in the amount of \$412.50 for the basement window and hopper replacement at Memorial Apartments (AMP 8-2).

Upon a motion made by Chester Szetela which was seconded by Tameika Raye'la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4960

Whereas, the firm of Nationwide Construction has submitted a Certificate

of Final Completion for the basement window and hopper replacement at Memorial Apartments (AMP 8-2).

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Nationwide Construction for the basement window and hopper replacement at Memorial Apartments (AMP 8-2)

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Chester Szetela	
Brian Hickey	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of application for payment #2 from JDL of Franklin County, Inc. for the door replacement at Memorial Apartments (AMP 8-2) in the amount of \$43,890.00. This payment is in accordance with the terms of the contract.

Upon a motion made by Brian Hickey which was seconded by Bruce Socha, it was unanimously voted to approve payment #2 as requested above.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4961

Whereas, the Authority solicited bids for the painting of common hallways and office at Memorial Apartments. (AMP 8-2). By the established deadline of March 3, 2010 at 10:00 a.m. the following bids were opened and read aloud:

FIRM	TOTAL BID PRICE
B.S.A Painting Co., Inc.	\$46,800.00.
J.M’s. Painting Corp.	\$47,260.00
Dimitrious C. Contracting, Inc.	\$47,700.00
Roumbakis Contracting, Inc.	\$57,775.00
Dave Mill General Contractor, Inc.	\$59,784.00
Northeastern Commercial Services, L.L.C.	\$62,990.00
Paul E. Shepard Gentleman Painting	\$66,700.00
Nationwide Construction, Inc.	\$69,200.00
Wall Construction	\$74,636.00
Garland Construction Corp.	\$77,328.00

Northeast Painting Associates, Inc.

\$84,200.00

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Dimitri C. Contracting Corp. (lowest responsible bid) 80 Dale St., Dedham, MA 02626 fir painting common hallways and office at Memorial Apartments (AMP 8-2) for the total sum of \$47,700.00 in accordance with their bid; and

Be it further resolved that the Chairperson Charles Swider be and is hereby authorized to execute said contract for and on behalf of the Authority.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	Chester Szetela	NAYS:	None
	Tameika Raye'la Martinez		
	Bruce Socha		
	Brian Hickey		
	Charles Swider		

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of invoice for payment #3 from LPBA Architects Inc in the amount of \$1,710.00 for architect and engineer services related to the elevator upgrade at Canterbury Arms Apartments (AMP 8-3).

Upon a motion made by Brian Hickey which was seconded by Tameiks Raye'la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4962

Whereas, the authority solicited bids for the Canterbury Arms Elevator Upgrade. By the established deadline of February 25, 2010 at 11:00 a.m. The following was the only bid received.

FIRM	BID PRICE	ALTERNATES
Associated Elevator Companies, Inc.	289,539.00	1. \$ 894.00 2. \$1,570.00

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to enter into a contract with the firm of Associated Elevator

Companies, Inc. (lowest responsible bid) 583 Forest R., South Yarmouth, MA 02664 for the elevator Upgrade at Canterbury Arms Apartments (AMP 8-3) for the total bid price of \$290,433.00 in accordance with their bid; and

Be it further resolved that the Chairperson Charles Swider be and is hereby authorized to execute said contract for and on behalf of the Authority.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Brian Hickey and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha	NAYS: None
Brian Hickey	
Chester Szetela	
Tameika Raye’la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority is in receipt of a request for final payment from Northeastern Commercial Services, LLC in the amount of \$1,185.00 (retainage) for replacement of locks at Volpe Apartments.

Upon a motion made by Chester Szetela which was seconded by Tameika Raye’la Martinez, it was unanimously voted to approve payment as requested above.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4963

Whereas, the firm of Northeastern Commercial Services, LLC has submitted a Certificate of Final Completion for the replacement of locks at Volpe Apartments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Certificate of Final Completion as submitted by the firm of Northeastern Commercial Services, L.L.C for replacement of locks at Volpe Drive Apartments, Project 705-1.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Chester Szetela and upon roll call the “Ayes” and “Nays” were as follows:

AYES: Bruce Socha
Chester Szetela
Brian Hickey
Tameika Raye'la Martinez
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Bruce Socha, read in full and considered.

RESOLUTION NO. 4964

Whereas, the staff requests the Board of Commissioners to approve, as proprietary specification, the use of the Delta lavatory faucet Model # 520-HDF-DST with metal pop- up and Symmons Temptrol shower valve Model # S-96-2X to be installed in the bathroom renovations at Cabot Manor Apartments (AMP 8-1) Phase I. Use of these fixtures will promote efficiency in the maintenance department and reduce parts inventory because these same fixtures are utilized in other Chicopee Housing Authority developments.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the use of the Delta lavatory faucet Model #520-HDF-DST with metal pop-up and Symmons Temptrol shower valve Model #s-96-2X to be installed in the bathroom renovations at Cabot Manor Apartments (AMP 8-1) Phase 1 as requested by staff.

Bruce Socha moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Bruce Socha
Tameika Raye'la Martinez
Chester Szetela
Brian Hickey
Charles Swider

NAYS: None

The Chairperson thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Brian Hickey, read in full and considered.

RESOLUTION NO. 4965

Whereas, the staff requests the Board to approve the option to renew the current contract with Allied Trash for two (2) additional years. This action is permitted by the terms of the original contract and all contract terms will remain in effect.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the option to renew the current contract with Allied Trash for two additional years. The option to renew will begin April 1, 2010 and terminate on March 31, 2012.

Brian Hickey moved that the foregoing resolution be adopted as introduced and read, which was seconded by Bruce Socha and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Brian Hickey	NAYS: None
Bruce Socha	
Chester Szetela	
Tameika Raye'la Martinez	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

The Housing Authority has received from Ed Furnelli, Maintenance Aide, a letter of resignation dated February 11, 2010. Mr. Furnelli was employed by the Housing Authority from December 14, 1998 until March 3, 2010.

The Executive Director was directed to prepare a letter for the Chairman's signature, thanking Mr. Furnelli for his service.

The following resolution was introduced by Chester Szetela, read in full and considered.

RESOLUTION NO. 4966

Whereas, the Procurement Policy and the Disposition Policy have been revised by Management Resource Group, Inc. to include numerous federal and state requirements. Staff has completed reviews and submitted comments on the policies. Approval of the final document is requested.

Now, therefore, be it hereby resolved by the Members of the Chicopee Housing Authority to approve the Procurement Policy and the Disposition Policy as presented.

Chester Szetela moved that the foregoing resolution be adopted as introduced and read, which was seconded by Tameika Raye'la Martinez and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Chester Szetela	NAYS: None
Tameika Raye'la Martinez	
Bruce Socha	
Brian Hickey	
Charles Swider	

The Chairperson thereupon declared said motion carried and said resolution adopted.

There being no further business to come before the meeting, therefore, upon a motion made by Bruce Socha which was seconded by Brian Hickey, it was unanimously voted to adjourn at 6:35 p.m. The next regular meeting scheduled for April 14, 2010 is being rescheduled to the Annual Meeting April 7, 2010 at 6:00 p.m.

ATTEST:

CARMEN N. ESTRADA, RECORDING SECRETARY